

**SECRET**

EXHIBIT F

CLAIMS BRANCH, FISCAL DIVISION

I. MISSION

As a Branch Chief of the Fiscal Division the Chief, Claims Branch, is charged with certification for payment of all vouchered obligations for other than travel and payroll for the CIA

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II. RESPONSIBILITIES AND AUTHORITY

**CONFIDENTIAL**

Within the limits of his assigned mission, the Chief, Claims Branch, Fiscal Division, is responsible for and has commensurate authority to accomplish the fulfillment of his duties as set forth below:

A. FUNCTIONS

The Chief, Claims Branch, will:

1. Review obligating documents (purchase orders, contracts, bills of lading, etc.) for completeness and propriety for payment.
2. Audit and certify vouchers for payment.
3. Prepare abstracts and index of applicable laws and regulations pertaining to payment of obligations by the government.
4. Maintain current file of decisions by the Comptroller General for reference purposes of the entire Division.
5. Post-audit all vouchered accounts other than payroll and travel paid at overseas Missions.
6. Prepare direct settlement claims for submission to the General Accounting Office.
7. Submit questions as to propriety for payment of specific vouchers to the Comptroller General for decision.
8. Process advance payments to other government agencies for approved projects.
9. Provide data to the Executive for preparation of annual motor vehicle accident report to Congress.
10. Furnish information and advice to Agency activities on matters pertaining to his Branch.
11. Prepare monthly report of excise tax collections for submission to Bureau of Internal Revenue, Treasury Department.

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